



Department of Housing and Community Development

NOTIFICATION OF VACANCY

October 11, 2016

**Public Relations Director
(Public Relations & Marketing Specialist IV)**

POSITION #00229

LOCATION:

**DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

Negotiable to \$68,000 Annually

DUTIES AND RESPONSIBILITIES:

The Department of Housing and Community Development is seeking a creative and innovative individual to serve as the Public Relations Director and media spokesperson for the agency. The selected individual will develop, coordinate and manage the Department's public relations, public information, events, media relations, website, social media sites, marketing initiatives and/or programs to inform the general public and DHCD customers of agency statewide programs aimed at providing affordable housing to moderate and low income persons, community and economic development, rural development and building regulations and code enforcement for housing and institutions of varied purposes.

Responsibilities: manage Agency Webmaster, collaborate with direct key Division staff to create and maintain a dynamic website that is informative, user-friendly, current, interactive and projects a positive agency image. Coordinate various press and public information activities of the annual Governor's Housing Conference and performs special projects as assigned.

QUALIFICATIONS GUIDE:

Comprehensive knowledge of program management in the areas of public relations, marketing, information and publicity techniques, publication production, broadcast and print media, event planning and protocols, design and printing concepts, educational processes and using internet technology to acquire and publish information via the world wide web including but not limited to managing social media sites. Considerable knowledge of the organization and operation of state government. General knowledge of legislative process, budget process and applicable regulations and policies. Experience in administrative support duties, project management, policy interpretation and application. Considerable ability to perform quantitative and narrative reporting. Must have excellent writing, oral communication, and interpersonal skills. Demonstrated ability to work independently and with others and communicate effectively both orally and in writing; to interpret and implement policies, conduct research; to make sound recommendations and decisions; to use PC and Desktop publishing and other word processing software including video editing software; and to use internet for creative marketing of DHCD programs and events. College graduate with a degree in journalism, media/public relations, public administration or related field or an equivalent combination of training and experience preferred.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, OCTOBER 28, 2016 at 11:59 P.M.

For additional information, please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process
